



OFFICE OF THE SECRETARY OF DEFENSE  
1950 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1950

09 SEP 2008

ADMINISTRATION AND  
MANAGEMENT

MEMORANDUM FOR MS. JOYCE E. MORROW  
ADMINISTRATIVE ASSISTANT TO THE  
SECRETARY OF THE ARMY

SUBJECT: Charter Renewal – Board on Coastal Engineering Research

The charter for the Board on Coastal Engineering Research is approved for renewal. A notice has been published in the Federal Register announcing DoD's intention to renew the Committee's charter. My Committee Management Officer, pursuant to 41 CFR § 102-3.70, will formally file the Committee's renewed charter with the Library of Congress, the General Services Administration, and the appropriate congressional oversight committees.

As the DoD Sponsor for this federal advisory committee, you are reminded that you are responsible for:

- (a) Providing adequate support to the advisory committee and its membership;
- (b) Ensuring that the committee members are appointed according to DoD policy, and that they do not serve on the committee until all personnel and ethics paperwork has been processed by the appropriate offices; and
- (c) Ensuring that the Board on Coastal Engineering Research is not unduly or inappropriately influenced by federal employees or any special interest.

If you should have any questions, please contact my Committee Management Officer, Frank Wilson, at 703-601-6100.

A handwritten signature in black ink, appearing to read "Michael L. Rhodes", is positioned above the printed name.

Michael L. Rhodes  
Acting Director